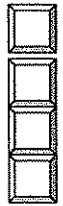


PERMITTING AND DEVELOPMENT REVIEW DIVISION  
FREDERICK COUNTY, MARYLAND  
*Department of Permits and Inspections*

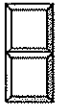
30 North Market Street • Frederick, Maryland 21701  
Phone (301) 600-2313 • Fax (301) 600-2309

Non-Residential Building Permit Application Information  
*New, Complete Building • Addition • Accessory Structure*

**Submittal Requirements**



1. Notarized letter of permission from the property owner. If applicant is the Maryland Registered Architect or licensed Contractor for the property owner, this is not required.
2. Completed "Application for Non-Residential New-Addition-Accessory Structure".
3. Print out of Maryland Assessments Real Property Data [www.dat.state.md.us](http://www.dat.state.md.us) for property.
4. Eleven (11) copies of the **Approved Phase 5 Site Plan for the proposed construction**, stamped with approval date. For the permit process, setbacks from the proposed new building, addition, or accessory structure to the property lines in each direction *must* be shown on all copies.



5. Three (3) copies of complete construction plans, signed and sealed by a Maryland Registered Architect/Engineer.



6. When a property is within an incorporated town, paperwork from the town is required before a Building Permit may be submitted. Please contact the town for information.
7. Payment of fees. Check or cash is accepted. All fees must be paid for at time of application.

**STEP ONE – APPLY FOR PERMIT**

**Where to apply:** Applications are accepted in the Department of Permits and Inspections, at the above address.

**When Applications Are Accepted:** Applications are accepted Monday through Friday, (excluding County holidays) between 8:00am and 3:30pm. To ensure adequate time to complete your submittal, please apply prior to 3:00 pm.

**STEP TWO – OBTAIN REVIEW APPROVALS**

During processing, the permit application will be reviewed by various agencies for their approval. It is important that you check status of the application and address any concerns or requests for additional information promptly.

**Plan Review Timeframes:** Review timeframe by Plan Review and the Office of Life Safety is three weeks for new construction less than 5,000 sf, or four weeks for 5,000 sf or more. This is for their initial review comments for this application type.

**Agency Review Status:** Review timeframes for agencies outside of the Division of Permitting and Development Review may vary. If additional information is requested by any reviewing agency during processing, a notification is mailed to the applicant. Up-to-date review status may also be obtained via the Frederick County Government website [www.FrederickCountyMD.gov/DPDR](http://www.FrederickCountyMD.gov/DPDR).

**Permit Issuance:**

When all reviews have been approved, the issued permit will be mailed out to the applicant usually within 24 hours of issuance. The issued permit may be held for applicant pick-up if requested, or if the plans are too large to mail.

### **STEP THREE – OBTAIN INSPECTION APPROVALS**

**Inspections:** The permit packet will contain valuable information regarding the inspection procedures, as well as one set of the reviewed construction plans to be kept onsite. Please read all information included in the packet when you receive it, so your inspection process goes as smoothly as possible.

**Certificate of Occupancy:** The end result of the permitting process is the issuance of the Certificate of Occupancy. The Certificate of Occupancy allows occupancy and the use of the new structure by the occupant identified on the Building Permit. The Certificate will be issued automatically upon approval of all required final inspections, and will be mailed to the applicant of the Building Permit, unless a request is made to hold for pick up.

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FREDERICK COUNTY DIVISION OF PERMITTING AND DEVELOPMENT REVIEW  
DEPARTMENT OF PERMITS AND INSPECTIONS  
30 NORTH MARKET STREET  
FREDERICK, MARYLAND 21701  
301-600-2313 INFORMATION



**ATTACHMENT (A) - Tanks**

A/P #
Process
Date:
Application Reviewed By (initials):

**Building Permit Application for TANKS**

**SECTION I: CONTACT INFORMATION**

Property Owner			Home Improvement Contractor		
Name(s):			Company name: (Contractor must apply when contracted to do the work)		
Current street address for above person(s):			Current street (mailing) address for Contractor:		
Town:	State:	Zip:	Town:	State:	Zip:
Daytime Telephone Number:			MHIC license number:		
Permit Service			Exp Date:		
Name of Permit Service when applicable:			Contact Person for Contractor:		
Street (mailing address) :			Contractor Telephone Number: Fax #		
Town:	State:	Zip:	Contractor e-mail Address:		
Contact Person for Permit Service (Applicant/Contact) Phone #					

**SECTION II: PROPERTY INFORMATION**

Current Property Owner(s):		Property Address of Jobsite:	
Eight Digit Property Tax ID (account) #		Town:	State: Zip:
Acreage or Square Footage of Property:		Subdivision Name: Lot #	
Water Type:	Sewer Type:	Is Property Within an Incorporated Town?	
Well <input type="checkbox"/>	Septic <input type="checkbox"/>	Yes* <input type="checkbox"/> No <input type="checkbox"/>	
Community <input type="checkbox"/>	Community <input type="checkbox"/>	*Town paperwork must be submitted with application.	
Is this building situated along a State Road Y <input type="checkbox"/> N <input type="checkbox"/>			

Is there a roadside tree that will be disturbed or removed due to the proposed construction?(A roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road.)

Yes ☐ No ☐

Type of Work: \_\_\_\_\_ INSTALL \_\_\_\_\_ REPLACE \_\_\_\_\_ REMOVE

Type of Work: \_\_\_\_\_ Non Res \_\_\_\_\_ Single Family Dwg \_\_\_\_\_ Townhouse \_\_\_\_\_ Other

**BUILDING PERMIT APPLICATION: TANK Page Two of Two**

**General Information**

Cost of Tank and Installation: \_\_\_\_\_  
*includes electrical, plumbing, labor & materials*

Is Electrical Wiring Being Done?    Y   ☐    N   ☐

Check the Type Tank:

Fiberglass Doublewall	<input type="checkbox"/>
Fiberglass Singlewall	<input type="checkbox"/>
Plastic	<input type="checkbox"/>
Steel Doublewall	<input type="checkbox"/>
Steel Singlewall	<input type="checkbox"/>
Vault Doublewall	<input type="checkbox"/>
Vault Singlewall	<input type="checkbox"/>

Will Tank be used to provide fuel to heat or  
other utility service to a building    Y   ☐    N   ☐

**Construction Details**

Tank Location  
Above Ground   ☐  
Inside Structure   ☐  
Underground   ☐

Total Tank Capacity    \_\_\_\_\_ Gallons

Distance to Nearest Well    \_\_\_\_\_ Feet

Tank Commodity:

Diesel Fuel	<input type="checkbox"/>
Gasoline	<input type="checkbox"/>
Kerosene	<input type="checkbox"/>
Natural	<input type="checkbox"/>
Oil	<input type="checkbox"/>
Propane	<input type="checkbox"/>
Water	<input type="checkbox"/>

Set Backs

Front	<input type="checkbox"/>
Rear	<input type="checkbox"/>
Right	<input type="checkbox"/>
Left	<input type="checkbox"/>

**Any additional information that will aid in the processing of your application:**

**IMPORTANT - PLEASE READ CAREFULLY**

The Applicant hereby certifies and agrees as follows: 1) That he/she is authorized to make this application, 2) that the information is correct, 3) that he/she will comply with all regulations of Frederick County which are applicable hereto, 4) that he/she will perform no work on the referenced property not specifically described in the application: 5) that he/she knows that this permit does not include electrical or plumbing work: electrical and plumbing work require a separate permit. Any change without approval of the agencies concerned shall constitute sufficient grounds for the disapproval of a permit. The appropriate revision fee shall be charged.

**Permit Application Extension :**

The permit application is valid for 6 months. The fee to extend an application is the minimum fee. The request must be made in writing prior to the expiration date, with justification. Each extension for an application shall not exceed 6 months.

**Properties Served by County Water and Sewer:**

It is the applicant's responsibility to identify and disclose any water and/or sewer utilities or easements, in, on, or near the proposed improvements. Approval of this permit by DUSWM shall not, on behalf of the BOCC, be construed as a modification or amendment of any water or sewer easement nor constitute permission to encroach thereon. Should an encroachment be found in the future, the cost to remedy said encroachment shall be borne by the property owner.

***Building Permits and Applications for Building Permits are non-transferrable and non-assignable.***

\_\_\_\_\_  
*Signature of APPLICANT*

\_\_\_\_\_  
*Please print name*

\_\_\_\_\_  
*Connection with application*



Martin O'Malley, Governor  
Anthony G. Brown, Lt. Governor  
John R. Griffin, Secretary  
Eric Schwaab, Deputy Secretary

effective Oct. 1  
**Roadside Tree Law - Changes to Permit**

Passed in 1914, the Roadside Tree Law and its regulations were developed to protect Maryland's roadside trees by ensuring their proper care and protection and to ensure their compatibility with the public utility system.

Before a roadside tree\* is trimmed or cared for in any way including removed, a **Tree Care Permit must be obtained from the Maryland DNR Forest Service**. A roadside tree is any tree that grows all or in part within a public road right-of-way\*\*. A permit is also needed to plant a tree within the public road right-of-way. Any work (including removals) performed on a roadside tree, 20 feet or greater in height, must be done by a licensed tree expert. If tree care or removal is performed on a roadside tree without a permit, a fine or more severe actions may be assessed by the Maryland DNR Forest Service.

During the 2009 Legislative Session, the Roadside Tree Law (NRA §5-401—5-406, Annotated Code of Maryland) was amended to state: "A county or municipality may not issue a building permit to an applicant for any clearing, construction, or development that will result in the trimming, cutting, removal, or injury of a roadside tree **until the applicant first obtains a permit from the Department** in accordance with this section." [NRA 5-406(D)] *emphasis added*

\* a roadside tree is defined as a plant that has a woody stem or trunk that grows all, or in part, within the right-of-way of a public road. [COMAR 08.07.02.02.B.(10)]

\*\* right-of-way of a public road is defined as that land the title to which, or an easement for which, is held by the State, county, or a municipality for use as a public road. [COMAR 08.07.02.02.B.(8)] Right-of-ways of a public road that has not been surfaced with either stone, shell, concrete, brick, asphalt, or other improved surface material is exempt. [COMAR 08.07.02.03A.(2)]

**To determine if a permit has been issued:**

A website query is currently being developed which will allow the public to query an address or the city to determine if a permit has been issued. This will be located on the MD Forest Service website. The query can only indicate if a permit has been issued. *A negative response from the Roadside Tree Permit Query may indicate that either a roadside tree permit was not requested at this address or that there are no roadside trees at this address (and no permit is required).* Please remember that all applicants receive a paper permit and can submit these as requested.

**If the applicant needs a roadside tree permit, a permit can be obtained at:**

To obtain a permit: <http://www.dnr.state.md.us/download/060905rtp.doc>

Mail the completed form to: [http://www.dnr.state.md.us/forests/art/county\\_map.asp](http://www.dnr.state.md.us/forests/art/county_map.asp)

**To learn more about Roadside Tree Law:** <http://www.dnr.state.md.us/forests/programapps/newrtlaw.asp>

**For further information, please contact:**

Eastern Region:	Central Region:	Southern Region:	Western Region:
(Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, and Worcester Counties)	(Baltimore, Carroll, Cecil, Harford, Howard, and Montgomery Counties)	(Anne Arundel, Calvert, Charles, Prince George's, and St. Mary's Counties)	(Allegany, Frederick, Garrett, and Washington Counties)
Kathy Kronner MD Forest Service (410)-543-1950 <a href="mailto:kkronner@dnr.state.md.us">kkronner@dnr.state.md.us</a>	Tod Ericson MD Forest Service (410) 836-4578 <a href="mailto:tericson@dnr.state.md.us">tericson@dnr.state.md.us</a>	Horace Henry MD Forest Service (410) 360-9774 <a href="mailto:hhenry@dnr.state.md.us">hhenry@dnr.state.md.us</a>	Becky Wilson MD Forest Service (301) 777-5591 <a href="mailto:bwilson@dnr.state.md.us">bwilson@dnr.state.md.us</a>

Marian Honeczy, Supervisor Urban & Community Forestry, (410) 260-8511 or via email at [mhoneczy@dnr.state.md.us](mailto:mhoneczy@dnr.state.md.us)

Tawes State Office Building • 580 Taylor Avenue • Annapolis, Maryland 21401

410.260.8DNR or toll free in Maryland 877.620.8DNR • [www.dnr.maryland.gov](http://www.dnr.maryland.gov) • TTY users call via Maryland Relay



## Roadside Tree Permit – Typical Situations 9/17/09

